

Minutes of the Board of Trustees of the Manhasset Public Library

*Held at the Library in the second floor conference room on Wednesday February 15, 2017
Session called to order at 8:09 pm.*

Attendance

Board Members: Charles Jettmar, President
Gloria Su, Vice President
Donald T. O'Brien, Treasurer
William McLean, Trustee
Judith Esterquest, Trustee

Maggie Gough, Director
Harry Meyer, Accountant
Linda Palmieri, Business Office
Charisse Relyveld- Osnato, Business Office
Ellen Majorana, acting as secretary to the Board

Proposed Budget presentation and discussion

The Director, Linda Palmieri, Charisse Relyveld-Osnato and Harry Meyer presented the proposed 2017-2018 budget for Trustee review. The proposed budget projection are based on historically accurate numbers developed as a result of adhering to audit guidelines and enhanced accounting standards. The proposed budget falls under the 2017 Tax Cap limit at 1.16% without the loss of materials resources, programming or patron services.

Proposed Operating Budget for 2016-2017:

Motion by Charles Jettmar, seconded by Donald O'Brien, to accept the proposed operating budget for 2017-2018 in the amount of \$5,298,492.00 and the amount to be raised by taxes of \$ 5,186,492.00 for consideration at the public hearing on March 22, 2017.

Yes – Jettmar, Su, O'Brien, McLean, Esterquest
No – none

Minutes from previous sessions

Motion by Charles Jettmar, seconded by, Gloria Su to accept Minutes dated January 25, 2017
Yes – Jettmar, Su, O’Brien, McLean, Esterquest
No – none

Financial Reports and Vouchers

The vouchers listed below were audited by the Board of Trustees of the Manhasset Public Library on February 15, 2017 and are allowed in the amounts shown.

Linda Palmieri has been hereby authorized and directed to pay to each of the claimants the amount listed within each of the operating registers and payroll vouchers listed below:

Voucher # 685	Payroll	1/26/2017	\$ 75,225.69
Voucher # 686	Payroll	2/9/2017	\$ 75,690.15
Claims Warrant	Operations	2/10/2017	\$ 85,009.34

Motion made by Charles Jettmar seconded by Judith Esterquest to approve Vouchers in the amounts listed.

RESOLVED, that the Board ratifies and confirms the vouchers as stated.

Yes – Jettmar, Su, O’Brien, McLean, Esterquest
No – none

Administrative and Statistics Reports

Director’s Report
The Director responded to all questions regarding her report and the statistics.

Old Business/Action List

The Director reported that Chris Prior, arranged a meeting on Monday, January 16 with representatives from Ed Sand Realty, Lincoln Page and council, Lisa Cairo to establish a walkway connecting our adjacent parking lots. As a result of this meeting, the Ed Sand's representatives promised to discuss the library's request with the property owner, Mrs. Bass, with the intention of developing a collaborative plan to develop the site. Chris Prior has contacted Ed Sands representative Lisa Cairo for a follow up on the parking lot request. We are awaiting the result of the communications.

As per Trustee request, Chris Prior has drafted a standard forms of agreement for service. Trustees were asked to review and forward any suggestions to the Director.

The Director reported on the security system update plans. Two proposals, Intralogic Solutions and Digital Provisions, were received and reviewed. A third proposal from Electronix Systems is pending. Earlier this week, Trustee Chuck Jettmar provided the Director with three additional security systems firms which she will follow up on.

The Director reported on the RFQ status. The *Request for Space Design Proposals* was mailed out to 28 potential service providers as of Monday, January 30, 2016. As of Friday, February 14, 2017, 6 requests for library site visits are scheduled to be conducted over the next three weeks.

Director reported on the completion and filing of the Annual Report Annual Report 2016. The Annual Report for NY State Public Libraries is submitted each year and provides the data documenting the libraries compliance with its service plan and Educational law. The completed reports are submitted to NLS who reviews the final submission with the State for all libraries in Nassau County.

New Business

Resolution to approve the NLS Resource Sharing Code

The Board of trustees of the Manhasset Public Library voted to approve the NLS RESOURCE SHARING CODE at a meeting held on February 15, 2017.

The vote was 5 in favor 0 Against 0 Abstained

RESOLVED, that the Board ratifies and confirms the NLS Resource Sharing Code approval.

Yes – Jettmar, Su, O’Brien, McLean, Esterquest

No – none

The results of the NLS resource Sharing Code Resolution will be forwarded to Jackie Thresher at NLS.

The Trustees reviewed the draft of annual newsletter message and suggested changes.

Executive Session called to order at 10:15 pm.

Executive session ended at 10:30 pm.

No action was taken.

Motion made by Charles Jettmar seconded by William McLean to adjourn made at 10:30 pm.

The next regularly scheduled Board meeting, the Annual Budget Hearing, will be held on **Wednesday, March 22, 2017** at 7:00 pm in the Community Room.

Respectfully submitted,

Ellen Majorana, acting Secretary to the Board